



Architect instructions 2010

Thank you for agreeing to take part in this year's scheme.

The matching process

- RIBA regional offices will match clients (members of the public) with architects in the same area. Each client receives details of one architect.
- Your clients will be emailed your details (and vice versa) during July. The client should contact you, but feel free to contact them if you wish.
- The consultation can be at a mutually convenient time and place, and must take place by the end of November 2010.

The consultation

Clients will know that the consultation will last one hour, that you are giving up your time for free, and that the suggested minimum donation to Shelter is £40. The client will have agreed to make a donation when they signed up.

Donations

Please ask every client to complete a donation form, filling in his or her name, address, and donation details. Please also ask them to sign the Gift Aid form.

To save you time, clients can donate online before the consultation. If they have done so, they have been asked to show you a printout of their donation as confirmation.

What is Gift Aid?

Most money given to charities has already had tax paid on it but, with permission from the client, Gift Aiding a donation allows Shelter to claim that tax back from the Government.

Gift Aid makes it possible for Shelter to increase the value of the donation by almost a third, at no extra cost to the donor.

The form (and any cheques) should be mailed to:

In England Freepost RRAL-JJJE-HBLR, Shelter, Halifax Road, MELKSHAM SN12 6YY

In Scotland Shelter Scotland, Freepost, Admail ADM3984, EDINBURGH EH1 1ZB

This address is valid on any kind of envelope. Please mail immediately, rather than waiting until all consultations are completed.

Don't forget to put your RIBA or RIAS member number on your donation forms.

Shelter

Shelter, the housing and homelessness charity, helps more than 170,000 people a year fight for their rights, get back on their feet, and find and keep a home. Over the past 14 years, Architect in the House has raised more than £1 million for Shelter. Thank you very much for your support.

Any enquiries? Please email architectinthehouse@shelter.org.uk